

DUTY STATEMENT

DS 3022 (05/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
FINANCIAL MANAGEMENT DIVISION
FINANCIAL SERVICES BRANCH
ACCOUNTING AND FISCAL SERVICES SECTION**

DUTY STATEMENT

JOB TITLE: ACCOUNTING ADMINISTRATOR III **POSITION #:** 472-533-4545-001

WORKING TITLE: Section Chief

EMPLOYEE:

POSITION DESCRIPTION: The Accounting Administrator III (AA III) serves as Chief of the Accounting and Fiscal Services Section (AFSS) by planning, organizing, staffing, coordinating and directing the department’s accounting and fiscal functions. This position assists with developing and implementing policy, establishing objectives and guidelines to ensure the department’s fiscal structure is sound; ensuring management has access to data for timely and informed decision making; provides guidance to the state operated facilities as needed; serves as advisor to executive staff; and responds to control agency and audit inquiries.

SUPERVISION EXERCISED: Supervises Excluded and Rank and File staff.

SUPERVISION RECEIVED: Reports to, and under administrative direction of, the Financial Services Branch Chief.

EXAMPLES OF DUTIES:

Essential Job Functions:

30% Oversee and provide direction for the administration and maintenance of multi-funds and appropriations. Ensure an organizational structure, and adequate resources, to effectively and efficiently serve customers and meet the needs of the department. Manage the accounting functions such as general ledger, accounts payable/vendor claims payments, plans of financial adjustment, and financial reporting in addition to the more complex functions such as cashiering, revolving fund, reimbursements, maintenance of General Fund Loan authority, interaction with the trust offices as needed, Federal Grant reporting and cash draws, and receivable accounting. Ensure internal controls are in place. Provide guidance and direction to staff at the department’s state operated facilities as needed. Serve as advisor and consultant to executive staff, and respond to agency inquiries on all matters under AFSS’s responsibility. Ensure timely completion and submittal of State and Federal financial statements and reports, and review with management the various year-end financial reports prior to submission to the State Controller’s Office. Serve as the Department Liaison for Fi\$Cal and the Department Authority and Designee (DAD) to authorize access to data, processes and applications within the Fi\$Cal system.

- 25% Ensure timely processing and payment of invoices in compliance with the Prompt Payment Act. Serve as the department point person for timely resolution of critical vendor payment issues. Work as part of the management team assuring fiscal fitness in support of the department's mission to provide quality services and support choices of individuals with developmental disabilities. Develop, implement and evaluate procedures to ensure program requirements are met and fiscal management information is available. Also, participate in statewide discussions regarding accounting policy and procedures and implement or modify any statewide procedures or processes.
- 20% Analyze cash flow projections for each appropriation to assure necessary cash is available to meet the department's program obligations and make recommendations to management regarding cash needs. Ensure timely deposit of reimbursements and other funds, and collection of outstanding receivables. Work closely with programs to accurately project future collections and cash needs. Serve as the technical expert, and anticipate implications and consequences for the most complex and sensitive fiscal and accounting issues. Provide contingencies related to departmental obligations, expenditure outlays, and cash flow. Act as lead for any audits related to AFSS activities.
- 15% Serve as the department's representative and liaison to Fi\$Cal and control agencies, such as the State Treasurer's Office (STO), the State Controller's Office (SCO), and the Department of Finance (DOF), regarding increasingly complex cash flow issues and provide necessary information, projections or reports to control agencies to assure operational efficiency. Serve as the Departmental contact when questions arise regarding settlements or special requests for information. Collaborate and provide assistance to departmental staff on functions that are performed or provided by AFSS. Respond to Property Record Act (PRA) requests as a PRA coordinator for requests assigned to Financial Management Division – Accounting.

Marginal Job Functions:

- 10% Develop statewide procedures to assure department compliance; implement statewide systems or processes such as automated travel expense claim system (CalAters); provide direction, training or technical assistance, and other duties assigned within the scope of the classification.

WORKING CONDITIONS: Use of a computer for the Fi\$Cal system and various software applications (i.e., Microsoft Excel, Word, Outlook). During peak times including year-end processing, requests for leave will be limited and approved on a case-by-case basis. Travel may be required as needed. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or canceled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Interpersonal, collaboration, and customer service skills; skills for leading project teams involved with system implementation or continuous business process improvements; conceptual skills in analyzing situations and taking effective action using initiative, resourcefulness and good judgement; working with State Accounting systems; and excellent communication and presentation skills.

Ability to: Work in a fast-paced and continuously changing work environment; be detail-oriented and analytically minded; research and analyze complex accounting, fiscal, and business issues; and be self-starter with a positive attitude and strong work ethics.

CERTIFICATION OR LICENSE: None

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.